河海大学

中国政府奖学金年审用户操作手册

**Annual Review Manual for**

**Chinese Government Scholarship**

**Students in**

**Hohai University**

## Part One:学生使用部分 For students

## 一、进入网上办事大厅操作 Log on the Internet Page

1、登录河海大学信息门户http://myhall.hhu.edu.cn，首先进入办事大厅界面；

Log on http://myhall.hhu.edu.cn, enter interface of the Hall of Students Affairs.



图 1

1. 点击【登录】按钮，填写账号密码登录(和HHU Daily Health Report一致)，进入首页

Click on the <Log on> button, fill in the account and password (the same as HHU Daily Health Report), and you will enter the main page.



图 2

1. 您可以选择服务对象→学生&服务类型→教务服务选择需要办理的业务Annual Review of Chinese Government Scholarship即可操作进行。

You may choose the service object→ student & service types→ choose the “Annual Review of Chinese Government Scholarship”，the operation will continue.



图3

1. 您也可以在搜索框里通过搜索流程名称：Annual Review of Chinese Government Scholarship来快速定位需要申请的流程

You may input“ Annual Review of Chinese Government Scholarship”in the search box, and locate your application process.



图4

1. 点击标签的流程名称后，看到当前页面，填写完成后，点击【提交Submit】即提交成功，请立即通知你的导师（研究生）或者学院教学秘书（本科生）审批。

Click the designated button, and fill in your personal information in the page, click the <Submit>button, and then you should inform your supervisors (Master) or Bachelor Teaching Secretary for review.



图 5



图6

## Part Two:老师使用指南 For teachers

1、登录河海大学信息门户, 进入办事大厅界面

http://myhall.hhu.edu.cn



2、点击页面右上角的“我的事项”，在页面中间点击“需要我审批的事项”，进行业务办理。

